

MINUTES

SOUTH DOWNTOWN WATERFRONT COMMITTEE
HELD ON TUESDAY, 2013-JUN-11 AT 7:30 AM
BOARD ROOM, SERVICE & RESOURCE CENTRE (411 DUNSMUIR STREET)

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| Members Present: | Douglas Hardie, SECA Dennis Trudeau, RDN Mike Davidson, NPA Ann Kjerulf, At-Large | Doug Kalcsics, At-Large Darren Moss, DNBIA David Witty, VIU Fred Pattje, City of Nanaimo |
| Members Absent: | Chris Good, SFN | Sasha Angus, NEDC |
| Guests Present: | Bernie Dumas, NPA Members of the public (2) | |
| Staff Present: | Chris Jackson, Manager of Community Planning Andrew Tucker, Director of Planning Rebecca Tubbs, Recording Secretary Bill Corsan, Manager of Real Estate | |

1. Call to Order

Interim Chair D. Witty called the meeting to order at 7:40 am.

a) Election of Chair:

It was moved and seconded that D. Witty be elected as Chair of the South Downtown Waterfront Committee. The motion was carried.

b) Election of Vice-Chair:

It was moved and seconded that D. Kalcsics be elected as Vice-Chair of the South Downtown Waterfront Committee. The motion was carried.

2. Approval of Agenda and Late Items

The agenda was approved as presented.

3. Adoption of Minutes (2013-JUN-04)

Deferred until the next regular meeting.

4. Correspondence, Handouts & Notices

a) Jurisdiction Map:

For information. Staff provided an overview of jurisdictions included within and surrounded by the study area.

b) Ownership & Tenant Map:

For information. Staff provided a general overview of owners and tenants included within the study area.

M. Davidson and B. Dumas asked to speak to the current concept plan area boundary. They commented that they do not want to give the impression that the Federal lands in the plan could be used for development. The Nanaimo Port Authority (NPA) is bound by letters patent and limited in permitted uses.

Chair D. Witty suggested that the language be changed from “concept plan area” to “study area”. NPA staff agreed that referring to it as a study area is more acceptable.

It was agreed that occurrences of “concept plan area” be revised to “study area”. City staff will revise documentation containing this term and will provide updated versions to members at the next meeting.

c) Committee FAQs:

Deferred until the next regular meeting.

A member of the public entered the meeting at 7:46 am.

5. Ongoing Business

a) Follow Up Action List:

For information. Staff provided a “follow up action list” to be used as a tool to track business.

b) Draft Terms of Reference – Changes?:

For information. Based on input provided at the last meeting, staff provided a revised draft Terms of Reference to members for review. Staff asked members to bring any comments they may have to the next regular meeting.

c) Draft Mandate & Objectives – Changes?:

For information. Based on input provided at the last meeting, staff provided a revised draft Mandate & Objectives to members. Staff asked members to bring any comments they may have to the next regular meeting.

d) Draft Communications Protocol – Changes?

For information. Based on input provided at the last meeting, staff provided a revised draft communications protocol to members.

It was moved and seconded that the Committee Communications Protocol be adopted with the following amendment:

- Downtown **Nanaimo** Business Improvement Association

The motion was carried.

e) Roles & Responsibilities of Consultants – Example of RFP:

For information. The Committee briefly discussed the role of consultants. It was agreed that A. Kjerulf, D. Kalcsics and D. Moss will participate on a consultant subcommittee. Meeting dates, locations, etc. will be sent to participating members via email as soon as possible.

f) Land Owners & Tenants (Bill Corsan, Manager of Real Estate):

B. Corsan gave an overview of land owners and tenants located within the City-purchased portion of the study area. M. Davidson and B. Dumas provided an overview of land owners, tenants, letters patent, restrictions etc. located within their property.

6. New Business

a) Committee Interim Website:

In progress. Deferred until the next meeting. If Committee members have suggestions of helpful information to be placed on the website, please let staff know.

b) Upcoming Meetings:

- Business Meetings: Meetings will take place on a weekly or bi-weekly basis for the first while as things are established, then may spread to once or twice per month. It was suggested that a multi-hour session be arranged to allow the opportunity to brainstorm opportunities, constraints, and information sharing.
- Tour of Plan Area: The Port Authority offered to take the Committee on a water tour of the study area. Possible dates and times will be provided and decided upon at the next regular meeting.
- Stakeholders Meeting: To be discussed at next regular meeting.

7. Next Committee Meeting

The next meeting will be held **2013-JUN-25** from 7:30 am to 9:00 am in the Board Room, Service & Resource Centre (411 Dunsmuir Street).

8. Adjournment

The meeting was adjourned at 9:04 am.

APPROVED:

Chair

Date